

DEPUTY UNDER SECRETARY FOR ADMINISTRATION

January 29, 1965

MEMORANDUM TO: All Executive Directors

SUBJECT: Reduction in Purchase of Office Furniture and Typewriters,  
and Moratorium on Purchase of Filing Cabinets

The President has asked that GSA, in cooperation with all Federal agencies, take steps immediately to reduce substantially the current rate of spending for new office furniture and typewriters, and declare a moratorium on the purchase of new correspondence filing cabinets. He stated his belief that greater use of the GSA program for repair and rehabilitation of furniture and equipment and the accelerated disposal or retirement of records can substantially reduce new purchases of these items.

The Secretary has stated several times that too much space was being used for files that are only consulted occasionally. Also he is interested in cleaning up the offices and getting rid of surplus furniture and equipment.


I have asked Mr. Trone (A/OPR) to undertake personally, with you, a thorough review of the filing cabinet situation.

To implement the Presidential directive and pending issuance of fully implementing instructions, I want you to:

1. Halt acquisition of new office furniture and manual and electric typewriters for other than absolutely essential purposes. Upgrading for the purposes of improvement in appearance, office decor, status elevation, or desire for the latest design or more expensive lines are not to be construed as essential purposes.
2. Review inventories of office furniture and typewriters and report as excess all stocks which are not required for immediate needs.
3. Halt the purchase of new filing cabinets including combination safe files.
4. Thoroughly review all records that are dated prior to 1964 and destroy or retire everything that is not absolutely needed for current use. (Destroy only records which have been authorized for destruction).

5. Examine combination safe files and declare surplus all that do not contain Top Secret material or are required for the storage of combinations to bar-lock cabinets.
6. Determine if contents of filing cabinets can be stored in more economical equipment where appropriate. (For example, shelf filing should be considered for records, and shelving, storage cabinets, and similar equipment should be used for stocks of forms, publications, and office supplies).
7. Make sure filing cabinets are being fully utilized, including top and bottom drawers. (Fill cabinet drawers to the optimum extent to still permit ready filing and finding (usually 3/4 full). Consolidate contents of cabinets that are less than half full).
8. Declare surplus all equipment freed by this review as soon as possible.
9. Reports of excess furniture, typewriters and filing cabinets (including safes) shall be made to Mr. Trone, by February 15, 1965.

Compliance with the President's directive can be achieved without hardship if all offices give to this effort their full and complete cooperation.

  
William J. Crockett

Attachment